



Golden Field Office
D-140 - P.O. Box 25007
Denver Federal Center
Denver, Colorado 80225-0007

SEB COPY

EXECUTIVE SUMMARY
REQUEST FOR PROPOSAL (RFP) NUMBER DE-RP36-98GO10337

MANAGEMENT AND OPERATIONS OF THE
NATIONAL RENEWABLE ENERGY LABORATORY

The Department of Energy (DOE), Golden Field Office (GO), plans to award a Performance Based Management Contract for the management and operation of its National Renewable Energy Laboratory (NREL) located in Golden, Colorado. This RFP consists of the planned Contract and the process by which proposals are to be prepared, submitted and evaluated. Comments received on the draft Statement of Work and Sections L and M that were published on April 8, 1998 have been considered by DOE and incorporation of those comments has been accomplished where DOE considered it appropriate.

The RFP contains clauses applicable to both for-profit and non-profit contractors. In applicable clauses will be deleted after award in accordance with the type of contractor awarded the contract.

Proposals are due at 3:00 p.m. Mountain Daylight Time on July 30, 1998. However, offerors are encouraged to submit past performance information on or before July 7, 1998 in order to facilitate the evaluation process (see Section L-4(d)(4) of the RFP for additional information). A Site Visit will be held in Golden on June 20, 1998 to tour the site and answer site related questions. No preproposal conference will be held.

Key Features of the Procurement

Scope of Effort - The Contractor shall furnish the necessary personnel, facilities, equipment, materials, supplies, and services (except those provided by the government) to ensure NREL can achieve its assigned mission.

NREL has the responsibility to advance the nation's strategic interests by developing and facilitating deployment of technologies, capabilities, and information to the private sector. To this end, NREL must be maintained and enhanced with a broad capability in the basic and applied sciences, technology and market analysis, policy support, business and laboratory support, and facility operations. In executing its assigned mission, the contractor is responsible for all aspects of the management and operation of NREL including planning and work execution. The DOE assigns NREL its mission priorities and reviews and approves NREL work activities.

The Contractor shall manage and operate NREL to conduct a spectrum of research, development and demonstration activities and to facilitate deployment of these technologies in both US and international activities. Important disciplines in which NREL must be proficient include, but are not limited to, materials science, physics, chemistry, biology, engineering, analytical support, energy economics, technology transfer, program and business planning, education, and public outreach. This proficiency must include the ability to integrate efficiency and renewable technologies with conventional fuel supply sources. The Contractor also shall serve as an advisor to the DOE on the energy issues for which it has cognizance.

The Office of Energy Efficiency and Renewable Energy is the primary sponsor of work at NREL. However, NREL is expected to perform work for or with any DOE program sponsor (e.g., the Office of Energy Research and the Office of Fossil Energy), federal, state, or local entity, private sector company or research institution, or academic institution which supports or is related to DOE's mission at NREL, as approved by the Contracting Officer.

Performance Based Incentives - It is anticipated that the Contract will be run on a cost-plus-fixed-fee basis for the first six months of the Contract. Thereafter, the fixed fee will be replaced by an award fee plan. Specific incentives may be negotiated with the winning offeror during the six month fixed fee period; however, the overall performance evaluation plan for the Contract will be constructed as an award fee plan.

Regarding fee, the RFP contains language which requires that all offerors propose a "fee discount factor." The fee discount factor will be applied to the available fee as determined by DOE for each fee cycle under the contract.

Qualification Criteria - The RFP contains three qualification criteria. These criteria MUST be met in order for an offer to be evaluated. The criteria are: 1. The offeror must accept all Federal Acquisition Regulation and Department of Energy Acquisition Regulation Terms and Conditions set forth in the model contract (Sections A through J of the RFP); 2. The offeror must accept, as of the date of Contract award, the transfer or assignment, and assume future responsibility and accountability, of all existing commercial and regulatory obligations of the predecessor Contractor, including permits and licenses, subcontracts, purchase orders, and other agreements and; 3. The offeror must agree to fully cooperate with other contractors, as necessary, in order to achieve an orderly transition; be fair to incumbent employees while maintaining a productive, flexible workforce; and minimize the cost of transition and impacts to DOE programs. Agreement with this requirement includes complete acceptance of the provision found in Section H of the RFP, Workforce Transition and Management.

Class Waiver of Patent Rights - In the event a large business contractor is selected under this solicitation, DOE anticipates granting a class waiver of patent rights to enable the contractor to meet the technology transfer mission of the Laboratory consistent with DOE policies and objectives.

Contract Period - The Contractor will become totally responsible for all work 46 days after

contract award for a term expected to end on September 30, 2003. An option for 5 years is also included. A Transition Period will begin at contract award and extend for 45 days.

Key Elements of the RFP Process

This RFP has been developed in accordance with the Uniform Contract Format of the Federal Acquisition Regulation (FAR) (see FAR 15.204). It contains both the draft Contract that will be used to govern the relationship of the parties after award and the provisions pertaining to the submission and evaluation of competing proposals. Although all of the parts of the RFP are important and should be read by organizations interested in submitting a proposal, potential offerors' attention is directed to the following key elements:

- Statement of Work (Section J, Attachment 7)
- Special Contract Requirements (Section H)
- Standard Contract Requirements (Section I)
- Instructions for Preparation of Proposals (Section L)

NOTE: IT IS THE INTENTION OF THE GOVERNMENT TO EVALUATE PROPOSALS AND AWARD WITHOUT DISCUSSIONS.

- Evaluation Criteria (Section M)

The Proposal will consist of three volumes:

Volume I - The Offer - The Offer consists of written information that is binding on the offeror and must include the following elements (among others):

- The Contract - The Contract contained in the RFP signed by the offeror;
- Key Personnel - A signed commitment from each of the proposed key personnel;
- Fee Discount Factor - This factor is to be applied to the available fee, which is based on the DOE fee guidelines; and
- Small, Small Disadvantaged, and Women-Owned Small Business Subcontracting Plan.

Volume II - Technical and Management Proposal - This part of the proposal will allow DOE to evaluate the offeror's understanding of and capability to perform the Statement of Work. It will consist of oral presentations to the DOE source Evaluation Board

as well as written material. The following topics are to be covered in the Technical and business Management section:

- Management Approach;
- Environment, Safety, and Health;
- Management and Organization;
- Corporate Experience and Past Performance; and
- Transition.

Volume III - Cost Proposal - This will focus on accounting disclosures and capability of the offeror's financial systems to track costs and integrate with DOE's systems. Specific cost information is required only for the transition period.

Nothing in this Summary alters or takes precedence over any of the terms or conditions set forth in the RFP or its attachments.

Questions related to the RFP should be provided to John W. Meeker, Contracting Officer, via letter, e-mail at mlkinsey@earthlink.net, or by fax at (303) 236-4125. Questions should identify the specific section or clause of the RFP to which the question applies. In order to assure consideration of all comments, and to allow DOE an opportunity to issue amendments to the RFP if necessary, all comments are due on or before 21 days after RFP release. All information related to the RFP, including amendments, will be posted on the Golden Field Office home page at www.eren.doe.gov/golden/.

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SECTION A

SOLICITATION, OFFER AND AWARD

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SECTION A

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SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

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PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B-1. SERVICES BEING ACQUIRED

The Contractor shall be responsible for planning, managing, and executing the work described in the Statement of Work (SOW) at Attachment 7 to Section J. The Contractor shall furnish all personnel, facilities, equipment, material, supplies, and services (except as expressly set forth in this Contract as furnished by the Government) and otherwise do all things necessary for, or incident to, performing in a safe, efficient, and effective manner all work set forth in Section J, Attachment 7.

B-2. ESTIMATED ANNUAL FUNDING

The estimated funding for the Contract period is shown below:

Table B-1 Estimated Funding (in millions)						
Contract Base Period						
	10/01/98- 09/30/99	FY 2000	FY 2001	FY 2002	FY 2003	Total
Total Estimated Contract Funding (including fee)	\$160	\$160	\$160	\$160	\$160	\$800

B-3. 970.5204-73 NOTICE REGARDING OPTIONS (JUNE 1996)

The Contract resulting from this solicitation is expected to include one or more options to extend the term of the Contract. Exercise of any option to extend the term of Contract will be at the unilateral right of the Department of Energy. The Contractor's performance under the basic Contract, including any previously exercised options, will be among the significant considerations in the Department's decision to exercise any option.

B-4. ESTIMATED ANNUAL FUNDING (OPTION PERIOD)

Table B-2 Estimated Funding (in millions)						
Option Period						
	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	Total
Total Estimated Contract Funding (including fee)	\$160	\$160	\$160	\$160	\$160	\$800

B-5. FEE

- (a) For the period beginning at Contract award and continuing for 45 days thereafter (defined as the Transition Period), the following shall apply:

Transition shall be performed on a cost plus fixed fee basis as follows:

Estimated Cost	_____	*
Fixed Fee	_____	*
Total Estimated Cost Plus Fixed Fee	_____	*

- (b) For the Contract period beginning 46 days after Contract award and continuing through March 31, 1999, the following shall apply:

This portion of Contract performance shall be on a cost plus fixed fee basis as follows:

Estimated Cost	<u>\$57,000,000</u>	
Fixed Fee*	_____	*
Total Estimated Cost Plus Fixed Fee	_____	*

- (c) For the period beginning April 1, 1999 and continuing for the remainder of the Contract, the Contract shall be performed on a cost plus award fee basis. The fee discount factor in B-6 below shall be applied to all award fee pools which will be negotiated on an annual basis (see clause H-8 of this Contract).

- (d) In the event this Contract is terminated for the Government's convenience, either in whole or in part, the amount of award fee available shall represent a pro rata distribution associated with evaluation period activities or events as determined by the Contracting Officer. Such determination shall be final and not subject to the terms of the "Disputes" Article or to any other appeal or court suit.

B-6 FEE DISCOUNT FACTOR

A fee discount factor of _____%* shall be applied to the available fee for each fee cycle of the Contract. This factor shall be applied to the fee during the option period if the option is exercised in accordance with clause I-49, 970.5204-74, Option to Extend the Term of the Contract (June 1996) contained herein.

*To be completed by offeror.

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		VG	PAGE OF PAGES 3 OF 248
2. CONTRACT NUMBER DE-AC36-98G010337	3. SOLICITATION NUMBER DE-RP36-98G010337	4. TYPE OF SOLICITATION X NEGOTIATED (RFP)	5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY U.S. Department of Energy, Golden Field Office 1617 Cole Blvd. Golden, CO 80401		CODE	8. ADDRESS OFFER TO (if other than Item 7) SAME		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ (Hour) local time _____ (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	8. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS
		AREA CODE	NUMBER	EXT.

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.215-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME & TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER EXT.			

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL & OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)
24. ADMINISTERED BY (if other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)
		28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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